

• DAPHNE ART FOUNDATION

CONTRACT ARTISTIC ASSOCIATE

\$15-18 per hour, depending on experience

Posted: May 29, 2024

Artistic Associate Overview

The Artistic Associate assists in developing, coordinating, and executing high-quality content creation to help aid marketing campaigns; and, outreach activities that are mission-oriented and supportive of the goals and outcomes of Daphne Art Foundation. This is a contract position, up to 20 hours per week, with potential to move to a full-time employee position.

Mission Statement

Daphne Art Foundation's mission is to advance the visual, performing, and media arts in the Laredo border region by: providing residencies to artists and creatives, exhibiting and promoting artists, and cultivating arts appreciation and participation.

Key Responsibilities

Coordinates and manages day-to-day content creation for social media, website, newsletter, email blasts, and other media. Maintain relationships with news media, local and regional influencers, and other audiences. Collects data about target demographics and analyzes trends in the arts to improve marketing efforts. Coordinates and leads outreach activities and communication with collaborating and future partners. Maintains relationships with artists-in-residence, local artists, collaborating partners, event audiences, local art teachers, and art students. Ensures documentation during Daphne Art Foundation events and workshops/classes for public relations.

Additional Responsibilities

Assists with art handling, art installation, and event coordination. Attends and assists with Daphne Art Foundation functions. Provides a list of supplies needed for events, outreach and other community-involved functions. Additional weekend and evening hours may be required.

Minimum Requirements

High School Diploma with a strong interest in the arts. Must have computer and graphic design skills. Excellent organizational and time management skills. Excellent communication, interpersonal, and customer service skills. Possess the desire to work in a nonprofit arts environment and has the ability to work collaboratively with other core staff.

Preferred Requirements

Experience working with nonprofits and for an arts organization. Bilingual (English/Spanish) a plus. Ability to thrive in a high-energy work environment. Familiarity with Adobe Creative Suite. Ability to administer audio and visual technical service, as needed.

To Apply

Send a Letter of Interest and a current Résumé or CV to Maritza Bautista at director@daphneart.org